

Instructions for Submitting the Fresh Fruit and Vegetable Program (FFVP) Grant Application

School Year 2021-22



Connecticut State Department of Education
Bureau of Health/Nutrition, Family Services and Adult Education
Child Nutrition Programs
450 Columbus Boulevard, Suite 504
Hartford, CT 06103-1841

May 2021

**Instructions for Submitting the
Fresh Fruit and Vegetable Program (FFVP) Grant Application
Connecticut State Department of Education**

https://portal.ct.gov/-/media/SDE/Nutrition/FFVP/FFVP_Application_Instructions.pdf

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of age, ancestry, color, criminal record (in state employment and licensing), gender identity or expression, genetic information, intellectual disability, learning disability, marital status, mental disability (past or present), national origin, physical disability (including blindness), race, religious creed, retaliation for previously opposed discrimination or coercion, sex (pregnancy or sexual harassment), sexual orientation, veteran status or workplace hazards to reproductive systems, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes.

Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Coordinator (ADA), Connecticut State Department of Education, 450 Columbus Boulevard, Suite 505, Hartford, CT 06103, 860-807-2071, levy.gillespie@ct.gov.

Contents

Introduction 1

1 — Starting the District Application 2

2 — Completing the District Application 5

4 — Final Step 9

5 — Resources 11

Instructions for Submitting the FFVP Grant Application

Introduction

The U.S. Department of Agriculture's (USDA) Fresh Fruit and Vegetable Program (FFVP) provides funding directly to schools for use in purchasing a variety of fresh fruits and vegetables to serve to students during the school day. Participating schools can distribute fruits and vegetables in a variety of ways, including kiosks throughout the school, in the classroom, and free vending machines. With the distribution of fresh fruits and vegetables, nutrition education activities are highly encouraged to support the program's goals. The goals of the FFVP are to:

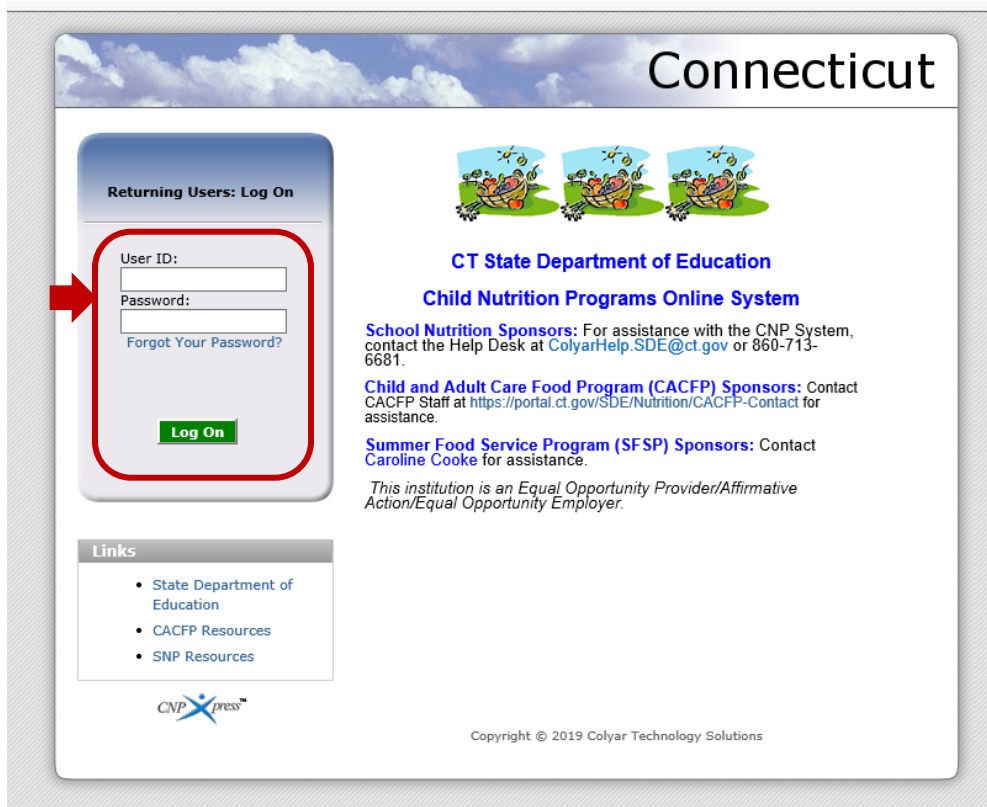
- create healthier school environments by providing nutritious food choices;
- expand the variety of fruits and vegetables children experience;
- increase children's fruit and vegetable consumption; and
- make a difference in children's diets to impact their present and future health.

This document provides instructions for school food authorities (SFAs) on how to submit applications to the Connecticut State Department of Education (CSDE) to participate in the FFVP for school year 2021-22. SFAs must submit this information in the CSDE's Online Application and Claiming System for Child Nutrition Programs (CNP System). Applications are due to the CSDE by **June 21, 2021**.

For questions regarding this information, please contact Andy Paul at 860-807-2048 or andrew.paul@ct.gov. For information on the FFVP, visit the CSDE's [FFVP](#) webpage.

1 — Starting the District Application

1. Access the CSDE's Online Application and Claiming System for Child Nutrition Programs (**CNP System**) at <https://ct.cnpus.com/prod/Splash.aspx>.
2. Log in with your **User ID** and **Password**.



The screenshot shows the login interface for the Connecticut Child Nutrition Programs Online System. The page has a header with the word "Connecticut" and a background image of a blue sky with clouds. On the left, there is a box titled "Returning Users: Log On" which contains fields for "User ID:" and "Password:", a "Forgot Your Password?" link, and a green "Log On" button. A red arrow points to the "User ID:" field. To the right of the login box, there are three cartoon illustrations of children playing. Below these, the text reads "CT State Department of Education" and "Child Nutrition Programs Online System". Further down, there are sections for "School Nutrition Sponsors", "Child and Adult Care Food Program (CACFP) Sponsors", and "Summer Food Service Program (SFSP) Sponsors", each with contact information. At the bottom left, there is a "Links" section with links to "State Department of Education", "CACFP Resources", and "SNP Resources". The bottom right corner contains the text "Copyright © 2019 Colyar Technology Solutions".

Connecticut

Returning Users: Log On

User ID:

Password:

[Forgot Your Password?](#)

Log On

CT State Department of Education

Child Nutrition Programs Online System

School Nutrition Sponsors: For assistance with the CNP System, contact the Help Desk at ColyarHelp.SDE@ct.gov or 860-713-6681.


Child and Adult Care Food Program (CACFP) Sponsors: Contact CACFP Staff at <https://portal.ct.gov/SDE/Nutrition/CACFP-Contact> for assistance.

Summer Food Service Program (SFSP) Sponsors: Contact [Caroline Cooke](#) for assistance.

This institution is an Equal Opportunity Provider/Affirmative Action/Equal Opportunity Employer.

Links

- [State Department of Education](#)
- [CACFP Resources](#)
- [SNP Resources](#)



Copyright © 2019 Colyar Technology Solutions

Instructions for Submitting the FFVP Grant Application

3. Select **Applications** from the top navigation bar.



4. Under **Item**, select **FFVP Application Packet**.



Instructions for Submitting the FFVP Grant Application

5. Under **Action**, select **Detail** for school year 2021-2022.

School Nutrition Programs Connecticut

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > FFVP Application Year List > School Year: 2021 - 2022

FFVP Application Packet

Status: Active
Board of Education

DBA: Board of Education

Type of Agency: Educational Institution
Type of SNP Organization: Public

Action	School Year	Min Free/Redc %	Open Date	Close Date	Approved Sites
Detail	2021 - 2022	100.00			
Detail	2020 - 2021	50.00	5/6/2020	10/1/2020	3
Detail	2019 - 2020	50.00	5/1/2019	5/31/2019	3
Detail	2018 - 2019	50.00	5/18/2018	7/2/2018	3
Detail	2017 - 2018	50.00	4/27/2017	6/5/2017	3

[< Back](#)

6. Select **Add** next to **Fresh Fruit and Vegetable Sponsor Application**.

School Nutrition Programs Connecticut

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > FFVP Application Year List > FFVP Application Packet > School Year: 2021 - 2022

**FFVP Application Packet
For School Year 2021 - 2022**

Status: Active
Board of Education

DBA: Board of Education

Type of Agency: Educational Institution
Type of SNP Organization: Public

Action	Form Name	Status
Add	Fresh Fruit And Vegetable Sponsor Application	Not Started

Instructions for Submitting the FFVP Grant Application

2 — Completing the District Application

7. Under **Contact Information**, complete information for numbers 1-4.

School Nutrition Programs Connecticut

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > FFVP Application Year List > FFVP Application >

School Year: 2021 - 2022

VIEW | MODIFY | DELETE | INTERNAL USE ONLY

**FFVP Application
For School Year: 2021 - 2022**

Active
Board of Education

DBA: Board of Education

Type of Agency: Educational Institution
Type of SNP Organization: Public

By submitting this application, you are indicating that you understand your selection as a potential FFVP participant is based on prior year site information submitted under the National School Lunch Program. Any significant changes to site operations, including, but not limited to: grade levels served and percentage of free and reduced-price children, may affect eligibility for this program.

Contact Information

1. Name: Salutation First Name Last Name

2. Email Address:

3. Phone: Ext: Fax:

4. Title:

8. Under **Certification**, read, agree to, and check box after number 5.

Certification

5. ☒ We have reviewed this application and attest to the truth and accuracy of the information provided. If selected, we the Sponsor, agree to implement the FFVP as outlined above in a manner consistent with the policies and procedures established by the USDA, the CSDE and outlined in the USDA Fresh Fruit and Vegetable Program Handbook. Furthermore, we agree to participate in any USDA or CSDE sponsored evaluations and to provide requested information by the specified deadlines. The following officials have been consulted and pledge support for this program: Food Service Director, School Principal, School Site Manager, Business Manager and Superintendent/Authorized Representative, or those individuals in equivalent positions.

9. When application is complete, click **Save** then **Finish**.

Note: Errors are acceptable until you enter your site applications.

Instructions for Submitting the FFVP Grant Application

10. Decide which sites will submit applications for the FFVP. Before submitting site applications, make sure each site is listed on one of the three CSDE eligibility lists (see [section 5](#)):

- List of Area Eligible Schools for the Fresh Fruit and Vegetable Program;
- List of Residential Child Care Institution (RCCI) Eligible Schools for the Fresh Fruit and Vegetable Program; or
- List of Site Eligible Schools for the Fresh Fruit and Vegetable Program.

11. Under **Action**, select **Add**.

School Nutrition Programs

Connecticut

Applications | Claims | Compliance | Reports | Security | Search
Programs | Year | Help | Log Out

Applications > FFVP Application Year List > FFVP Application Packet >
School Year: 2021 - 2022

FFVP Application Packet
For School Year 2021 - 2022

Status: Active

Board of Education

DBA: Board of Education

Type of Agency: Educational Institution
 Type of SNP Organization: Public

Action	Form Name	Status
Add	Fresh Fruit And Vegetable Sponsor Application	Not Started

Minimum Percentage of Free and Reduced Lunches for Eligibility 100.0000 %

Action	Site ID	Site Name	% Enroll Free/Redc Oct 2020	CEP Reimburse % Free	Approved	Status
Add	06	School	N/A	100.0	No	Not Started
Add	09	School	N/A	100.0	No	Not Started
Add	12	School	N/A	100.0	No	Not Started
Add	05	School	N/A	100.0	No	Not Started
Add	18	School	N/A	100.0	No	Not Started
Add	22	School	N/A	100.0	No	Not Started
Add	90	School/Transitional Education	N/A	100.0	No	Not Started

< Back

12. Complete questions 1-12 for each Site Application and edit questions 13-16 if necessary.

Instructions for Submitting the FFVP Grant Application

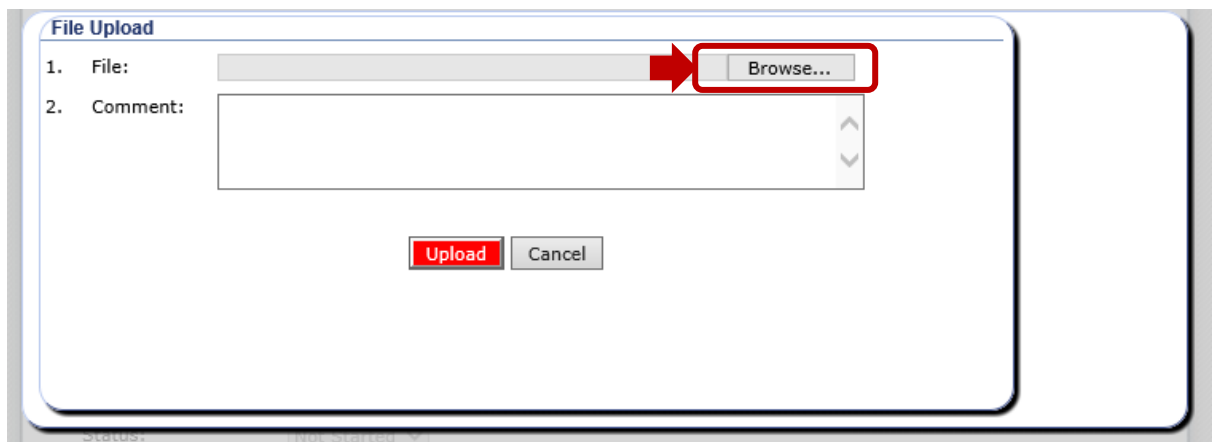
13. Upload your signed FFVP **Application Certification** form, which includes the nondiscrimination statement (see [section 5](#)). Digital signatures are acceptable.

Note: If you bundle all sites into one PDF scan, you may upload the **same** file under each site.

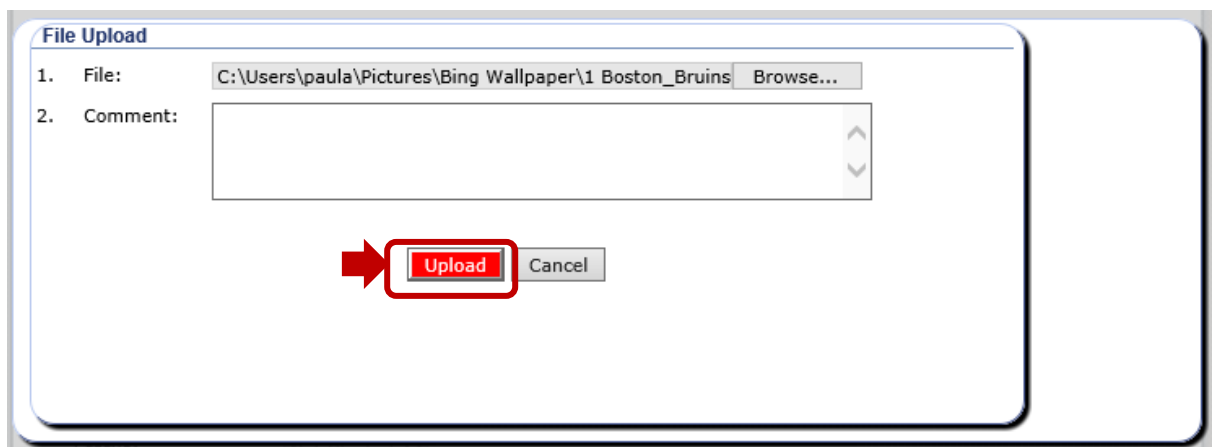
- a. Select **Add**:



- b. Select **Browse** and choose the file to upload:



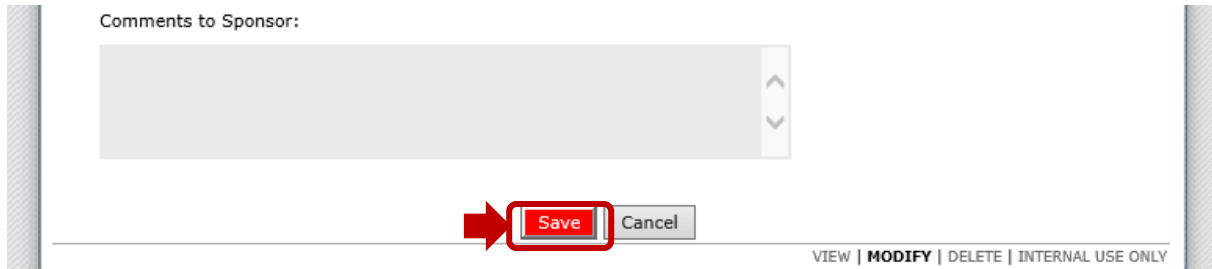
- c. Select **Upload** once you have chosen the file to upload:



Instructions for Submitting the FFVP Grant Application

14. When complete, click **Save** and **Finish**.

a. Select **Save** at the bottom of the Site Application:



Comments to Sponsor:

Save Cancel

VIEW | **MODIFY** | DELETE | INTERNAL USE ONLY

b. Select **Finish**:



School Nutrition Programs **Connecticut**

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > FFVP Application Year List > FFVP Site Application > School Year: 2021 - 2022

**USDA Fresh Fruit and Vegetable Program Site Application
For School Year: 2021 - 2022**

The USDA Fresh Fruit and Vegetable Program Site Application has been processed with errors.

Information entered is either incomplete or is not in compliance with the Connecticut State Department of Education Child Nutrition Programs rules and regulations. All errors listed on the form must be corrected before the USDA Fresh Fruit and Vegetable Program Site Application can be processed. You may correct the errors now by clicking '< Edit' or you may return to the USDA Fresh Fruit and Vegetable Program Site Application later.

< Edit **Finish**

15. Repeat steps 10-13 until you complete all sites submitting applications for the FFVP.

Instructions for Submitting the FFVP Grant Application

4 — Final Step

16. Return to the **District Application**. Under **Action**, select **Modify**:



School Nutrition Programs **Connecticut**

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > FFVP Application Year List > FFVP Application Packet > School Year: 2021 - 2022

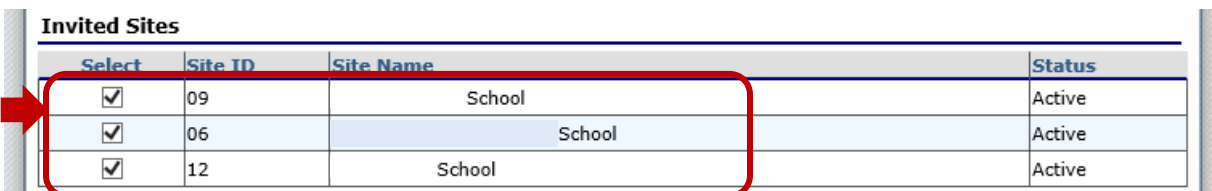
**FFVP Application Packet
For School Year 2021 - 2022**

Status: Active
Board of Education
DBA:
Board of Education

Type of Agency: Educational Institution
Type of SNP Organization: Public

Action	Form Name	Status
View Modify Admin	Fresh Fruit And Vegetable Sponsor Application	Error

a. Review all submitted sites to ensure they are listed and checked off.

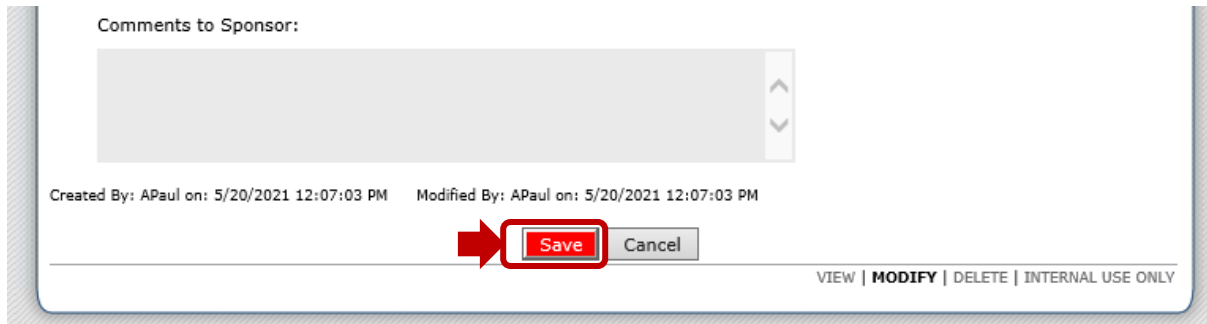


Select	Site ID	Site Name	Status
<input checked="" type="checkbox"/>	09	School	Active
<input checked="" type="checkbox"/>	06	School	Active
<input checked="" type="checkbox"/>	12	School	Active

b. Review the application to make sure there are no errors.


Instructions for Submitting the FFVP Grant Application

17. When complete, click **Save** and **Finish**.



Comments to Sponsor:

Created By: APaul on: 5/20/2021 12:07:03 PM Modified By: APaul on: 5/20/2021 12:07:03 PM

 **Save** Cancel

VIEW | **MODIFY** | DELETE | INTERNAL USE ONLY



School Nutrition Programs **Connecticut**

Applications | Claims | Compliance | Reports | Security | Search Programs | Year | Help | Log Out

Applications > FFVP Application Year List > FFVP Application > School Year: 2021 - 2022

**FFVP Application
For School Year: 2021 - 2022**

The FFVP Application has been processed.

  **Finish** < Edit

5 — Resources

Fresh Fruit and Vegetable Program Application Certification (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/FFVP/FFVP_Application_Certification.pdf

Fresh Fruit and Vegetable Program (FFVP) (CSDE website):

<https://portal.ct.gov/SDE/Nutrition/Fresh-Fruit-and-Vegetable-Program>

List of Area Eligible Schools for the Fresh Fruit and Vegetable Program: October 2019 Data (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/FFVP/FFVP_Area_Eligible_Schools.pdf

List of Residential Child Care Institution (RCCI) Eligible Schools for the Fresh Fruit and Vegetable Program: October 2019 Data (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/FFVP/FFVP_RCCI_Site_Eligible_Schools.pdf

List of Site Eligible Schools for the Fresh Fruit and Vegetable Program: October 2019 Data (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/FFVP/FFVP_Area_Eligible_Schools.pdf

The Fresh Fruit and Vegetable Program (FFVP) 2021-22 Grant Announcement (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/FFVP/FFVP_Announcement.pdf

Instructions for Submitting the FFVP Grant Application